

JOB DESCRIPTION

DEPARTMENT: Water Resource Recovery Facility
POSITION TITLE: **Laboratory Technician**
REPORTS TO: Laboratory Manager
CATEGORY: Full-Time/Nonexempt/Hourly
(40 hours/week 8:00 a.m. - 4:00 p.m. M-F with the ability to work occasional weekends and holidays)
DATE: May, 2016

Definition:

Incumbent works under the general direction of the Laboratory Manager or other assigned supervisor. He/She performs routine laboratory analyses to determine wastewater quality. The technician performs testing in relation to the Facility's NPDES Permit, process control and sludge management requirements.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs routine chemical and biological analysis of municipal samples, in accordance with approved state and federal protocols, SOP's, Quality Control and Assurance Plan and Laboratory Chemical Hygiene Plan.
2. Routine cleaning of glassware and disposal of samples upon completion of testing.
3. Assists with the collection of municipal samples and performs analyses to produce accurate results in a cost effective and safe manner.
4. Adheres to the Utility's safety policies.
5. Assists the Laboratory Manager in routine housekeeping duties and inventory control.
6. Provides support of lab operations during weekends, holidays and emergency situations.
7. Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Associates degree in Chemistry, Biology or related field of study.
2. A minimum of high school level knowledge of chemistry and algebra.
3. Independent problem solving abilities and critical thinking skills.
4. Computer competency, including knowledge of Excel and Word.
5. Must have a valid Indiana drivers' license or the ability to obtain one within 90 days and a safe driving record.
6. The ability to operate, perform basic troubleshooting and maintenance of laboratory instrumentation.
7. Possession of valid Indiana Department of Environmental Management Class I Municipal Wastewater Operator or the ability to obtain by reciprocity or examination within two years.

8. The ability to establish and maintain effective working relationships with fellow employees, supervisors, other departments, contractors, consultants, and the public.
9. The ability to interact with others in a courteous, tactful, diplomatic, and persuasive manner when training others.
10. The ability to understand the concepts of the laboratory's Quality Control/Quality Assurance Program and implement these concepts.

DESIRED QUALIFICATIONS

1. Bachelor of Science degree in Environmental Science, Natural Resources or other environmental related field of study.
2. Basic knowledge of municipal wastewater analysis and sample collection methods through experience or schooling.

WORKING ENVIRONMENT

1. Incumbent works most of the day in the laboratory environment. He/She must have the ability to be mobile in a variety of monitoring/testing situations, including the wastewater facility, industries and their pretreatment systems, collection systems, and groundwater and river locations. Incumbent is required to lift 20 lbs., bend, walk, climb, crawl, and reach in order to obtain samples and maintain monitoring equipment.
2. Actions and decisions are controlled through the application of law, rules, regulations, and guidelines as set by Indiana State Board of Health, Indiana Department of Environmental Management, Municipal codes, labor laws, and U.S. Environmental Protection Agency.
3. Incumbent will be exposed to chemical, biological, and physical hazards. Personal protective gear must be worn to prevent exposure to these hazards as dictated by the safety guidelines and rules.

ESTIMATE OF TIME BREAKDOWN BY JOB FUNCTION

Time spent on each function varies according to duties assigned by supervisor.

The above declarations are not intended to be an "all inclusive" list of the duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

APPROVED _____

DATE _____

HUMAN RESOURCES _____

DATE _____